



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**EMPLOYMENT OPPORTUNITY**

**CONNECTICUT TECHNICAL HIGH SCHOOLS  
EDUCATION CONSULTANT**

**\*\*\*REANNOUNCED WITH NEW CLOSING DATE\*\*\***

**Open to:** The Public

**Location:** 25 Industrial Park Road, Middletown

**Hours:** 8:30 a.m. – 4:30 p.m.

**Job Posting: #** #855 - 59356

**Salary Range:** \$97,041 - \$123,971

**Closing Date:** August 28, 2015

\* New hires to state employment start at the minimum of the above salary range.

The Connecticut State Department of Education is currently recruiting outstanding candidates for a position of School Counseling, Student/Teacher Recruitment and Retention Education Consultant in the Connecticut Technical High School System (CTHSS).

The CTHSS is engaged in a large-scale strategic plan of action for continuous and purposeful improvement that refines and expands accessibility for all CTHSS learners and promotes college and career readiness. CTHSS is focused on developing the capacity of teachers to use research-based practices and deliver explicit and systematic instruction for both trade and academic areas in order to improve the achievement of all students. Applicants for this position should be passionate about helping all students succeed and closing the achievement gap.

**GENERAL STATEMENT OF DUTIES:**

Provides leadership, technical assistance and consultative services to the Connecticut Technical High School System; designs, develops implements and evaluates those programs and services in the area of school counseling services programs at seventeen technical high schools and one technical education center. Coordinates and supports student recruitment across all technical high schools. Focuses on Hartford student recruitment involving the four technical schools in the greater Hartford region. Design, implement and monitor specific recruitment tools for the four 'Sheff' technical schools. Implements strategies to assure all students have equal access to the admissions process. Monitor programs which promote teacher, student and parental engagement, student records management processes, i.e. report cards, transcripts, etc. and transition planning in support of student achievement.

**EXAMPLE OF DUTIES:**

**Counseling:**

- Develop and monitor all Comprehensive School Counseling programs/services operations; design, direct and evaluate the effectiveness of counseling services provided to students;
- Infuse the Scientific Research-Based Interventions (SRBI) tier framework to ensure all students are successful;
- Implement, monitor and evaluate the effectiveness of the electronic Student Success Plans;
- Work closely with content area and special education consultants to develop and implement counseling services that support all students;
- Provide coordination and support to the Career Development course and Student Achievement Intervention Lab (SAIL);

- Develop, coordinate and supervise response services counseling programs needed by the district to meet student needs;
- Oversee and coordinate response services with School Social Workers and School Psychologists. Work closely with special education consultants to maintain collaborative processes and outcomes for all students;
- Develop and supervise procedures for enrollment, transfer and placement of students within the school system, as per law, regulation and/or board policy;
- Supervise recruitment, retention and admissions procedures and activities for secondary school students, in accordance with Connecticut Technical High School System (CTHSS) policy and procedures. Prepare board policy documents related to recruitment, admissions, enrollment and retention where appropriate;
- Adhere to the ethical standards of the state and national school counselor associations;
- Articulate a method of systematic delivery of individual planning to all students appropriate to their age and grade level;
- Promote parental involvement and individual planning sessions;
- Develop and ensure the implementation of all procedures regarding the collection, maintenance and dissemination of student records both on-site in schools and at Central Office, works closely with the CTHSS Data Unit to assist school counseling departments to ensure compliance with state and federal education reporting requirement;
- Develop, update and implement the Developmental Guidance lesson plans (school counselor curriculum) throughout district;
- Support school district in all domains and competencies of the Comprehensive School Counseling Program and evaluates the program;
- Recruit, select candidates, manage the search/interview process to hire and retain new school counseling, social worker and psychologist staff;
- Identify and coordinate professional development activities for all school-based student support service personnel to provide team building;
- Model evidence based best practices for school counselors; and
- Perform any other duties as assigned by the Superintendent of Schools or Assistant Superintendent.

#### **Recruitment and Retention of Students:**

- Coordinate the student recruitment efforts for Hartford and surrounding suburban students to attend technical high schools, in compliance with the Sheff legislation;
- Assess the current student recruitment procedures in each school and meet with all school's recruitment teams to review and refine their plans and to monitor admission/recruitment and retention data;
- Work with district staff to design and implement new recruitment strategies for schools with a specific emphasis on the Sheff schools (Vinal, Goodwin, Cheney and Prince Tech) and to complete the Enrollment Management Plan;
- Coordinate with SDE and design unique recruitment materials for Sheff schools;
- Continue to update and redesign district recruitment materials for all schools to use for student recruitment and parent open house;
- Monitor organizational plan for documentation of recruitment and retention best practices at each school;
- Develop student mentoring programs designed to improve the retention of students throughout the system, with a special focus on Hartford students attending CTHSS;
- Monitor, train and visit new student mentoring programs;
- Train school recruitment teams from the four Sheff schools to ensure a cohesive presentation to the Hartford and suburban area middle school populations;
- Facilitate communication within the CTHSS, sending school districts and the public;
- Create effective communication methods to improve the internal culture and external perception of the Connecticut Technical High School System;
- Market the four Sheff schools to the surrounding districts to encourage interest in attending a CTHS.

**QUALIFICATIONS:****Knowledge, Skill and Ability:**

Knowledge and understanding of 21<sup>st</sup> century skills for all students; understanding of the Connecticut Comprehensive School Counseling Program and standards; knowledge of Scientific Research-Based Interventions tier frameworks for school counselors; knowledge of student recruitment and retention/admissions; knowledge of the principles and practices of education and/or services for high school population; ability to motivate students and school counseling staff; ability to effectively communicate at the appropriate level; ability to establish cooperative relationships with staff and community; and the ability to implement policies and prepare written reports. Exemplary written and oral communication skills; experience in education and knowledge of high schools, preferably technical high schools; knowledge and experience in business/industry and school partnerships; marketing skills related to student recruiting and retention.

**Minimum Experience and Training Required:**

An earned advanced degree and eight (8) years of professional experience or in lieu thereof an equivalent combination of experience and training as approved by the appointing authority.

**Preferred Experience:**

Candidate has school counseling leadership experience (Department Head). Candidate holds a School Counselor and Department Head certificate. Candidate holds a 092 certification. Experience in student recruitment and parent outreach. Candidate has experience and knowledge of Sheff legislation and recruitment efforts.

**APPLICATION PROCEDURE:**

Interested candidates should reference announcement #855, submit a cover letter and resume with details of experience and training, three (3) pertinent professional references, copies of educator certifications and an Application for Examination or Employment (CT-HR-12), which may be obtained from the Department of Education website at <http://www.cttech.org> to: **Mr. Chris Beloff, State Department of Education, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Tel. #860 713-6697. All required documents must be submitted by close of business on the closing date to be considered for interview.**

**Please note: Applications will be accepted via U.S mail, or hand delivered only.**

**Closing date for application is:** **August 28, 2015**

**Anticipated date of employment is:** **Immediate upon selection**

**Note: If you have applied for the previously posted Education Consultant position #855 that closed on April 22, 2015, your application will also be considered as part of this applicant pool and you do not need to reapply.**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2071  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
fax number 617-289-0150  
TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

#855  
8/7/15